

**DEPARTMENT OF FIRE-RESCUE**  
**EMS CHIEF**

**Qualifications**

- Must be a Chief Fire Officer.
- Must be a State of Florida certified Paramedic

**General Responsibilities**

- Possess a working knowledge of the Incident Management System, the Operational Procedures Manual, Emergency Operations Manual, City of Miami Medical Protocols and the Labor Management Agreements especially as they relate to Medical Activities.
- Must be thoroughly familiar with all equipment carried on Rescues and Squads.
- Must be familiar with all Federal, State and Local laws as they apply to pre-hospital medical care administered by fire departments such as Chapter 64E of the Florida Administrative Code, OSHA Rules and Regulations and the Florida State Statutes, Chapters 395 and 401.
- Will report directly to the Assistant Chief of the Emergency Response Division.
- Has general administrative responsibility of all EMS activities of the Emergency Response Division.
- Assist the Chief of ERD in the preparation of the divisional budget.
- Maintains necessary records for the efficient operation of all EMS activities of the Emergency Response Division.
- Responds to emergencies as directed by the Chief of ERD.
- Assures that spare apparatus, scooters and all equipment used in EMS activities are properly maintained.
- Review all vehicular accidents involving EMS vehicles.
- Assures that EMS apparatus meet the State of Florida inspections.
- Work with the State of Florida to license all apparatus (every one or two years).
- Assures that medical supplies are adequate for a minimum of three months.

- Assures compliance with Federal and State laws on storage and record keeping for medications including controlled substances.
- Investigates complaints by citizens and other individuals pertaining to EMS activities.
- Periodically meet with ALS personnel to discuss street level problems and solutions.
- Meet with hospitals to alleviate problems, increase communication.
- Coordinates and assists training efforts by meeting with outside training contractors (MDCC, UM Medical Simulation Lab, Children's Hospital) as well as department sources (Paramedic Instructor) to assure pertinent, quality training.
- Coordinates research and development of new equipment and supplies.
- Meets with vendors to keep abreast of the latest EMS equipment as well as the most cost effective way to purchase equipment.
- Attends trade shows to keep abreast of the latest trends in EMS delivery.
- Administers the EMS Grants program.
- Acts as the Department's liaison with transport billing and collection agency(s). Meets with the billing and collection agency(s) to assure compliance with contract provisions and to improve collections.
- Assists the Chief of Administration with transport fee review and revisions as needed.
- Assists the Chief of Administration with EMS related contracts for City Commission approval (MDCC, equipment purchases, defibrillation maintenance contract, etc.).
- Performs other duties as determined by the Chief of ERD.

#### Committees

- Attends the Dade County Chief Fire Officers EMS Sub-Committee.
- Attends the Quality Assurance Committee meetings with Department Medical Director. (actively participates in the Department's Quality Management Program
- Attends the Medical Priority Dispatch Steering Committee Meetings.
- Attends (when funding permits) the State EMS Committee meetings to keep abreast of the latest legislation.

- Attends the Dade County Trauma Advisory Committee meetings.
- Attends the Miami-Dade Community College (Medical Center Campus) Advisory Committee meetings.

#### Position Benefits

5% - 40-hour week assignment pay.

5% ALS assignment pay.

4 – 10 hour day week.

24-hour vehicle.

Share in EMS overtime with EMS Operations Officer.

Pager and Radio

#### Selection Process

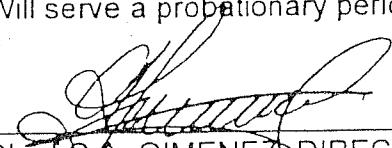
Position advertised for a minimum of 15 days.

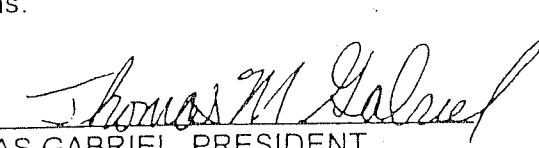
The Chief of the ERD selects the CFO from those requesting the assignment and who are qualified.

If no CFO requests the assignment, the Chief of the ERD will assign the junior CFO that is a State Certified Paramedic in the following order;

1. Least senior unassigned
2. Least senior assigned to a swing position
3. Least senior assigned to a district.

Will serve a probationary period of 6 months.

  
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Chief Q.A. GIMENEZ, DIRECTOR THOMAS GABRIEL, PRESIDENT  
DEPARTMENT OF FIRE-RESCUE

  
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Thomas M. Gabriel  
LOCAL 587